



Subcontractor Management

DSDC

Software Subcontract Management (SSM)

Presented by DSDC SEPG

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Description

- **This course provides an overview of DSDC's management of Subcontractor's software development activities.**

Course Objectives

- **Identify when DSDC contracts out**
- **Describe how DSDC selects a subcontractor**
- **Specify who will manage the subcontractor**
- **Identify contractual documents**

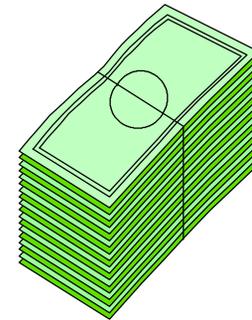


Software Subcontract Management

- **Selecting a subcontractor**
- **Establishing mutual commitment**
- **Tracking and reviewing performance and products**

Contractor

Have you ever had a subcontractor on your project?



What is Different?

No longer contracting out entire projects

Selected functions kept in house:

- Project Management**
- Requirements Management**
- SQA**
- CM**
- High-level design**

What Else Is Different?

- **Schedule deliverables before end of project**
- **More detailed instructions of what contractor is to do**
- **Acceptance testing before the review period runs out**
- **Testing done by DSDC project team**

When is it necessary to contract out?

- **Analysis indicates that workload is too large for DSDC associates to perform**
 - vertical organization **Technical Lead**
 - vertical organization **Lead Supervisor**
- **Assignment of selective maintenance work**



Functions of a Subcontractor

- **Training**
- **Consultation**
- **Supplementation of project team**
- **Technology Transfer**



Three Layer Model of SSM

- **Basic Contract (Multiple Agencies and Multiple Subcontractors)**
- **Task Order (One list of tasks on one Project for one Subcontractor)**
 - **Based on System Subsystem Specification (SSS)**
 - **Includes Statement of Work (SOW)**
- **Task Order Modification**
 - **When requirements change**
 - **When more details are available**



How subcontractors are selected?

DSDC's preferred contract is DLA System Engineering Technical Services (DSETS)

- CMM Level 3 enforceable**
- Indefinite Delivery, Indefinite Quantity (ID/IQ)**
- Subcontractor can start working quickly**
- DSDC has Contracting Officer Representative (COR)**

Who Manages the Contractor Part 1

Contracting Officer(KO)

- **Government official who can legally obligate the Government in contractual matters**
 - **ex. obligate the expenditure of funds on a contract**

Who Manages the Contractor Part 2

Contracting Officer's Representative (COR)

- Designated by the contracting officer to act as the contracting officer's authorized representative to monitor specific aspects of the contract
- Point of contact between the contracting officer and the COTR assigned to the contract

-ex: Final approval of funds



Who Manages the Contractor Part 3

Contracting Officer's Technical Representative (COTR)

- Designated by the contracting officer to act as the contracting officer's authorized representative for technical aspects of the contract
- ex: Acceptance Testing to determine that the contractor's performance is satisfactory**



Roles of COTR

- **Serves as Technical Lead on the project**
- **Technical link**
 - **between Subcontractor and COR**
 - **between Subcontractor and PM**

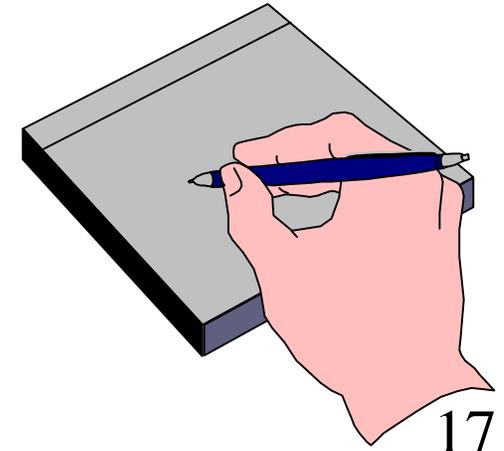
What is a Technical Lead?

- **A leader of an engineering group in DSDC**
- **Represents vertical organization on project**
- **A member of the project team**
- **Coordinates and monitors technical aspects of project for PM**



Prerequisites for COTR

- **Be certified as having COTR class**
- **Be appointed by Contracting Officer**
- **Have technical writing skills**
- **Have technical expertise in area of contract execution**





Responsibilities of COTR Part 1

- **Attend scheduled project meetings**
- **Monitor & evaluate subcontractor activities and work products**
- **Determine traceability and testing requirements**



Responsibilities of COTR Part 2

- **Provide technical interpretation of the requirements**
- **Assure that changes in work are not implemented before written authorization or a contract modification**



Responsibilities of COTR Part 3

- **Document all actions in monitoring the contract**
- **Maintain COTR file containing contractual documents and correspondence**
 - **letter of appointment**
 - **statement indicating the COTR has read DLAR 5500.1**
 - **Standards of Conduct**
 - **records of inspections & acceptance documents**
 - **progress reports**
 - **any other documents pertaining to the contract**



The COTR MAY NOT Part 1:

- **Sign contracts**
- **Sign task orders**
- **Sign purchase orders**
- **Modify a contract**
- **Obligate payment of funds by the Government in any way**

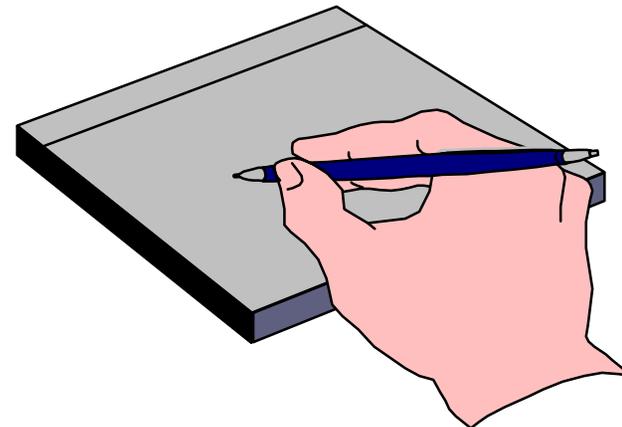


The COTR MAY NOT Part 2:

- **Authorize alterations in the contract**
- **Instruct contractors to start or stop work**
- **Accept anything that is not stated in the contract**

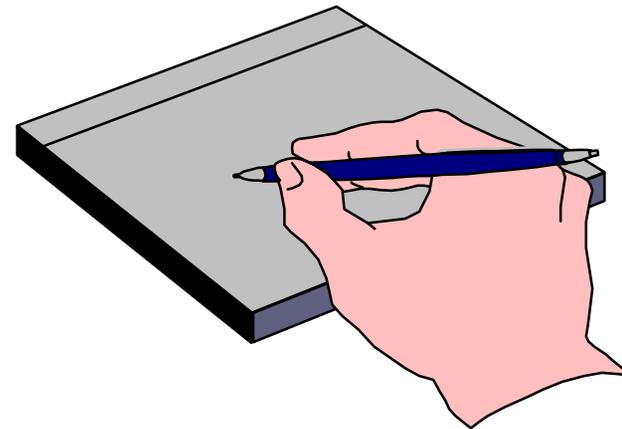
Statement of Work (SOW)

- **Describes work to be done:**
 - **Tasks**
 - **Deliverables**
 - **Performance requirements**



Independent Government Cost Estimate (IGCE)

- **Describes cost to be approved:**
 - **Hours per task**
 - **Travel, general, administrative costs**
 - **Non-labor cost**
 - **Cost constraints**



Writing the SOW

- **Accomplished by Technical Lead/COTR**
 - **assistance from PM and other team members**
 - **assistance from DSDC Acquisition Management (DSDC-TBA)**
 - **assistance from DLA Office of Counsel Columbus Region (DOCCR)**
- **Use template**
- **Data Item Description (DID) list**
- **Contract Data Requirements List (CDRL)**



Prerequisites for the SOW

- **Understand requirements of the contract**
- **Ensure that there are adequate funds**
- **Have user requirements baselined**



SOW Elements Part 1

- **Background**
- **Definitions**
- **Contractor tasks and responsibilities**
- **Data requirements**

SOW Elements Part 2

- **Government furnished property**
 - **facilities**
 - **equipment**
 - **services**
- **Government furnished documentation**
- **Reporting requirements**



Criteria for an Acceptable SOW

Part 1

- **Clear, precise, and complete statement of the work to be performed or the goods to be supplied**
- **Defines division of responsibility between the contracting parties**



Criteria for an Acceptable SOW

Part 2

- **Describes the government's actual need**
- **Is not unduly restrictive**
- **Is stated in terms that the market can satisfy**
- **Promotes acquisition of commercial items (or services) to the maximum extent practicable**



How will we implement at DSDC?

- **Class sessions for additional COTRs**
- **Class on legal issues in subcontracting (DOCCR)**
- **Implementation Work Group (IWG)**

Implementation Work Group (IWG)

What is an IWG?

- **Experienced/trained people to groom COTR on the use of DSETS.**
- **Represented by each area of the organization.**
- **Assist with implementation of new procedures for Subcontractor Management.**





SSM Feedback

- **Questions**
- **Suggestions**